

City of Albuquerque



DEVELOPMENT/ PLAN REVIEW APPLICATION

Referred 12/7/09

Del Norte District 4

SUBDIVISION

- ☐ Major Subdivision action
- ☐ Minor Subdivision action
- ☐ Vacation
- ☐ Variance (Non-Zoning)

SITE DEVELOPMENT PLAN

- ☒ for Subdivision
- ☒ for Building Permit Amendment
- ☐ Administrative Amendment (AA)
- ☐ IP Master Development Plan
- ☐ Cert. of Appropriateness (LUCC)

STORM DRAINAGE

- ☐ Storm Drainage Cost Allocation Plan

Supplemental form

S Z ZONING & PLANNING

- ☐ Annexation
- ☐ County Submittal
- ☐ EPC Submittal
- ☐ Zone Map Amendment (Establish or Change Zoning)
- ☐ Sector Plan (Phase I, II, III)
- ☐ Amendment to Sector, Area, Facility or Comprehensive Plan
- ☐ Text Amendment (Zoning Code/Sub Regs)
- ☐ Street Name Change (Local & Collector)

L A APPEAL / PROTEST of...

- ☐ Decision by: DRB, EPC, LUCC, Planning Director or Staff, ZHE, Zoning Board of Appeals

PRINT OR TYPE IN BLACK INK ONLY. The applicant or agent must submit the completed application in person to the Planning Department Development Services Center, 600 2nd Street NW, Albuquerque, NM 87102. Fees must be paid at the time of application. Refer to supplemental forms for submittal requirements.

APPLICANT INFORMATION:

Professional/Agent (if any): DAC ENTERPRISES, INC PHONE: 294-5243
 ADDRESS: P.O. BOX 16658 FAX: 247-4530
 CITY: ALBUQUERQUE STATE NM ZIP 87191 E-MAIL: _____

APPLICANT: DEL NORTE BAPTIST CHURCH/REV. ROBERT E. MYERS PHONE: 881-9711
 ADDRESS: 5800 MONTGOMERY NE FAX: 881-7184
 CITY: ALBUQUERQUE STATE NM ZIP 87109 E-MAIL: delnortebaptista@aol.com
 Proprietary interest in site: OWNER List all owners: _____

DESCRIPTION OF REQUEST: AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT TO ALLOW A FREE STANDING SIGN & RELOCATION OF FREE STANDING SIGN

Is the applicant seeking incentives pursuant to the Family Housing Development Program? ☐ Yes ☐ No.

SITE INFORMATION: ACCURACY OF THE EXISTING LEGAL DESCRIPTION IS CRUCIAL! ATTACH A SEPARATE SHEET IF NECESSARY.

Lot or Tract No. LOT B Block: _____ Unit: 6
 Subdiv/Addn/TBKA: ALTAMONT ADDITION
 Existing Zoning: SU-1 CHURCH & RELATED USES Proposed zoning: SAME
 Zone Atlas page(s): G-18 UPC Code: _____ MRGCD Map No _____

CASE HISTORY:

List any current or prior case number that may be relevant to your application (Proj., App., DRB-, AX-Z-, V-, S-, etc.): Z-1579

CASE INFORMATION:

Within city limits? ☒ Yes Within 1000FT of a landfill? NO
 No. of existing lots: 1 No. of proposed lots: 1 Total area of site (acres): N/A
 LOCATION OF PROPERTY BY STREETS: On or Near: 5800 MONTGOMERY BLVD NE
 Between: MADERA ST NE and SAN PEDRO DR NE

Check-off if project was previously reviewed by Sketch Plat/Plan ☐, or Pre-application Review Team ☐. Date of review: _____

SIGNATURE Doug Crandall DAC ENTERPRISES, INC. DATE 11/30/09
 (Print) DOUG CRANDALL Applicant: ☐ Agent: ☒

FOR OFFICIAL USE ONLY

Form revised 4/07

<input type="checkbox"/> INTERNAL ROUTING	Application case numbers	Action	S.F.	Fees
<input type="checkbox"/> All checklists are complete	<u>09ETC</u> <u>40065</u>	<u>ASBP</u> <u>PL</u>		\$ <u>255.00</u>
<input type="checkbox"/> All fees have been collected		<u>ADV</u>		\$ <u>75.00</u>
<input type="checkbox"/> All case #'s are assigned				\$ <u>50.00</u>
<input checked="" type="checkbox"/> AGIS copy has been sent				\$ _____
<input type="checkbox"/> Case history #'s are listed				\$ _____
<input type="checkbox"/> Site is within 1000ft of a landfill				\$ _____
<input type="checkbox"/> F.H.D.P. density bonus				\$ _____
<input type="checkbox"/> F.H.D.P. fee rebate				\$ _____
	Hearing date <u>01/21/10</u>			Total \$ <u>380.00</u>

Sandy Handley 12/01/09
 Planner signature / date

Project # 1008051

Planner signature / date
Project #

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

This checklist will be used to verify the completeness of site plans submitted for review by the Environmental Planning Commission and Development Review Board. Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. Nonetheless, applicants are responsible for providing a complete submittal. Certification as specified below is required.

I CERTIFY THAT THE SUBMITTED SITE DEVELOPMENT PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF ONE MONTH OR MORE IN THE DATE THE APPLICATION IS SCHEDULED FOR PUBLIC HEARING.

Doug Caudell DAC ENTERPRISES, INC 11/30/69
Applicant or Agent Signature / Date

NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36".

Site development plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to submittal by the Planning Department):

1. **Site Plan** (including utilities and easements)
2. **Landscaping Plan**
3. **Preliminary Grading Plan** (A separate Grading Plan sheet is required for a sites 1 acre or more.)
4. **Building and Structure Elevations**
5. **Conceptual Utility Plan**
6. **Previously approved Development Plan (if applicable)**

Submitted plan packets must be organized in the above manner. The following checklist describes the minimum information necessary for each plan element. **The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A." Each non-applicable designation must be explained by notation on the Checklist.**

Accompanying Material

- ☐ A. 8-1/2" x 11" reduction for each plan sheet.
- ☐ B. **Written project summary.** Each application must include a brief narrative description of the proposed project, its primary features and how compatibility with the surrounding context has been achieved.

SHEET #1 - SITE PLAN

A. General Information

- ☐ 1. Date of drawing and/or last revision
- ☐ 2. Scale: 1.0 acre or less 1" = 10'
1.0 - 5.0 acres 1" = 20'
Over 5 acres 1" = 50'
Over 20 acres 1" = 100' [Other scales as approved by staff]
- ☐ 3. Bar scale
- ☐ 4. North arrow
- ☐ 5. Scaled vicinity map
- ☐ 6. Property lines (clearly identify)
- ☐ 7. Existing and proposed easements (identify each)
- ☐ 8. Phases of development including location and square footages of structures, circulation, parking and landscaping

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

B. Proposed Development (If supplemental Sheets are used please indicate sheet #)

1. Structural

- ☐ A. Location of existing & proposed structures (distinguish between existing & proposed, include phasing)
- ☐ B. Square footage of each structure
- ☐ C. Proposed use of each structure
- ☐ D. Temporary structures, signs and other improvements
- ☐ E. Walls, fences, and screening: indicate height, length, color and materials
- ☐ F. Dimensions of all principal site elements or typical dimensions thereof
- ☐ G. Loading facilities
- ☐ H. Site lighting (indicate height & fixture type)
- ☐ I. Indicate structures within 20 feet of site
- ☐ J. Elevation drawing of refuse container and enclosure, if applicable.
- ☐ K. Site amenities including patios, benches, tables, (indicating square footage of patios/ plazas).

2. Parking and Circulation

- ☐ A. Parking layout with spaces numbered per aisle and totaled.
 - ☐ 1. **Location and typical dimensions**, including handicapped spaces
 - ☐ 2. **Calculations:** spaces required: _____ provided: _____
Handicapped spaces (included in required total) required: _____ provided: _____
Motorcycle spaces (in addition to required total) required: _____ provided: _____
- ☐ B. Bicycle parking & facilities
 - ☐ 1. Bicycle racks, spaces required: _____ provided: _____
 - ☐ 2. Bikeways and other bicycle facilities, if applicable
- ☐ C. Public Transit
 - ☐ 1. Bus facilities, including routes, bays and shelters existing or required
- ☐ D. Pedestrian Circulation
 - ☐ 1. Location and dimensions of all sidewalks and pedestrian paths
 - ☐ 2. Location and dimension of drive aisle crossings, including paving treatment
- ☐ E. Vehicular Circulation (Refer to Chapter 23 of DPM)
 - ☐ 1. Ingress and egress locations, including width and curve radii dimensions
 - ☐ 2. Drive aisle locations, including width and curve radii dimensions
 - ☐ 3. End aisle locations, including width and curve radii dimensions
 - ☐ 4. Location & orientation of refuse enclosure, with dimensions
 - ☐ 5. Curb cut locations and dimensions
 - ☐ 6. Existing and proposed street widths, right-of-way widths and curve radii
 - ☐ 7. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
 - ☐ 8. Location of traffic signs and signals related to the functioning of the proposal
 - ☐ 9. Identify existing and proposed medians and median cuts

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

3. Phasing

- ___ A. Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

SHEET #2 LANDSCAPING PLAN

Landscaping may be shown on sheet #1 with written approval from Planning Department staff.

- ___ 1. Scale - must be same as scale on sheet #1 - Site plan
- ___ 2. Bar Scale
- ___ 3. North Arrow
- ___ 4. Property Lines
- ___ 5. Existing and proposed easements
- ___ 6. Identify nature of ground cover materials
 - ___ A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
 - ___ B. Pervious areas (planting beds, grass, ground cover vegetation, etc.)
 - ___ C. Ponding areas either for drainage or landscaping/recreational use
- ___ 7. Identify type, location and size of plantings (common and/or botanical names).
 - ___ A. Existing, indicating whether it is to preserved or removed.
 - ___ B. Proposed, to be established for general landscaping.
 - ___ C. Proposed, to be established for screening/buffering.
- ___ 8. Describe irrigation system – Phase I & II . . .
- ___ 9. Backflow prevention detail
- ___ 10. Planting Beds, indicating square footage of each bed
- ___ 11. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
- ___ 12. Responsibility for Maintenance (statement)
- ___ 13. Statement of compliance with Water Conservation...Ordinance, see article 6-1-1-1.
- ___ 14. Landscaped area requirement; square footage and percent (specify clearly on plan)
- ___ 15. Landscaped area provided; square footage and percent (specify clearly on plan)
- ___ 16. Planting or tree well detail
- ___ 17. Street Tree Plan as defined in the Street Tree Ord.

SHEET # 3 PRELIMINARY GRADING PLAN

The Preliminary Grading Plan provides the Planning Commission and staff with an understanding of site topography and how it relates to adjacent property. Planning staff may waive or allow adjustments to the Preliminary Grading Plan requirements for sites that are small, relatively flat and have no existing or proposed extraordinary drainage facilities. Waivers must be obtained in writing from the City Engineer prior to application submittal.

Grading information for sites that are under 1 acre can be included on Sheet #1 with written approval from the Planning Department Staff.

A. General Information

- ___ 1. Scale - must be same as Sheet #1 - Site Plan
- ___ 2. Bar Scale
- ___ 3. North Arrow
- ___ 4. Property Lines
- ___ 5. Existing and proposed easements

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

- ☐ 6. Building footprints
- ☐ 7. Location of Retaining walls

B. Grading Information

- ☐ 1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
- ☐ 2. Indicate finished floor elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.
- ☐ 3. Identify ponding areas
- ☐ 4. Cross Sections
Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change. Provide one additional cross section in each direction within no more than 100 feet of the reference point.

SHEET #4 UTILITY PLAN

- ☐ 1. Fire hydrant locations, existing and proposed.
- ☐ 2. Distribution lines
- ☐ 3. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- ☐ 4. Existing water, sewer, storm drainage facilities (public and/or private).
- ☐ 5. Proposed water, sewer, storm drainage facilities (public and/or private)

SHEET #5 BUILDING AND STRUCTURE ELEVATIONS

A. General Information

- ☐ A. Scale (minimum of 1/8" or as approved by Planning Staff).
- ☐ B. Bar Scale
- ☐ C. Detailed Building Elevations for each facade
 - ☐ 1. Identify facade orientation (north, south, east, & west).
 - ☐ 2. Facade dimensions including overall height and width
 - ☐ 3. Location, dimensions, materials, and colors of principle façade elements- windows, doors, etc.
 - ☐ 4. For EPC and DRB submittals only – Color renderings or similar (12 copies) illustrations
- ☐ E. Site Development Plans for single family residential projects with multiple units may require submittal of specific information on building features in lieu of elevation drawings for each building. Applicants are advised to discussed submittal requirements with Planning Department staff.

B. Signage

- ☐ 1. Site location(s)
- ☐ 2. Sign elevations to scale
- ☐ 3. Dimensions, including height and width
- ☐ 4. Sign face area - dimensions and square footage clearly indicated
- ☐ 5. Lighting
- ☐ 6. Materials and colors for sign face and structural elements.

11/30/2009 11:39 FAX

001

CITY OF ALBUQUERQUE**TRAFFIC IMPACT STUDY (TIS) / AIR QUALITY IMPACT ASSESSMENT (AQIA) FORM**APPLICANT: DAC ENTERPRISES, INC DATE OF REQUEST: 11/30/09 ZONE ATLAS PAGE(S): G-18

CURRENT:

ZONING SM-1 COMMERCIAL & REL. USES

LEGAL DESCRIPTION:

LOT OR TRACT # B BLOCK # UNIT 6PARCEL SIZE (AC/SQ. FT.): 2.1 ACSUBDIVISION NAME ALAMONT ADDITION

REQUESTED CITY ACTION(S):

ANNEXATION ☐ SECTOR PLAN ☐ SITE DEVELOPMENT PLAN:
 COMP. PLAN ☐ ZONE CHANGE ☐ A) SUBDIVISION ☐ BUILDING PERMIT ☐
 AMENDMENT ☐ CONDITIONAL USE ☐ B) BUILD'G PURPOSES ☐ ACCESS PERMIT ☐
 C) AMENDMENT ☒ OTHER ☐

PROPOSED DEVELOPMENT:

GENERAL DESCRIPTION OF ACTION:

NO CONSTRUCTION/DEVELOPMENT ☐ # OF UNITS: NONE F/S SIGN ONLY
 NEW CONSTRUCTION ☒ BUILDING SIZE: N/A (sq. ft.)
 EXPANSION OF EXISTING DEVELOPMENT ☐

NOTES: 1. Changes made to development proposals / assumptions, from the information provided above, may change the TIS or AQIA analysis requirements.

APPLICANT OR REPRESENTATIVE Doug Candall DATE 11/30/09
 (TO BE SIGNED UPON COMPLETION OF PROCESSING BY TRAFFIC ENGINEER AND ENVIRONMENTAL HEALTH)

Planning Department, Development & Building Services Division, Transportation Development Section -
 2ND Floor West, 600 2ND St. NW, Plaza del Sol Building, City, 87102, phone 924-3994

TRAFFIC IMPACT STUDY (TIS) REQUIRED: YES ☐ NO ☒ BORDERLINE ☐

THRESHOLDS MET? YES ☐ NO ☒ MITIGATING REASONS FOR NOT REQUIRING TIS: PREVIOUSLY STUDIED: ☐
 Notes:

If a TIS is required: a scoping meeting (as outlined in the development process manual) must be held to define the level of analysis needed and the parameters of the study. Any subsequent changes to the development proposal identified above may require an update or new TIS.

Doug Candall
 TRAFFIC ENGINEER

11-30-09
 DATE

Air Quality Impact Analysis (AQIA) May Be Required:

Section 14-16-3-14 of the COA Comprehensive Zoning Code contains threshold requirements for air quality studies. Criteria and thresholds contained in the Zoning Code specify which land use or plan actions will require preparation of an AQIA. Please refer to this section in order to determine if your proposal merits study for air quality impacts. An AQIA is not required, if a TIS is not required by the City or an associated TIS shows all signalized intersections functioning at Level of Service (LOS) C or better. An AQIA will only be required for a Sector Development Plan or Sector Development Plan Amendment if it meets AQIA thresholds in the Zoning Code.

AIR QUALITY IMPACT ANALYSIS (AQIA) REQUIRED: YES ☐ NO ☒

Contact an Air Quality Planner at 768-2660 to insure that input is received from the Air Quality Division during the scoping of the companion TIS. Any subsequent changes to the development proposal identified above may require an update or new AQIA.

Doug Candall
 APPLICANT

NOV 30, 2009
 DATE

Required TIS and/or AQIA must be completed prior to applying to the EPC. Arrangements must be made prior to submittal if a variance to this procedure is requested and noted on this form, otherwise the application may not be accepted or deferred if the arrangements are not complied with.

TIS SUBMITTED ///
 FINALIZED ///

TRAFFIC ENGINEER

DATE

Revised June 27, 2005

PLANNING DEPARTMENT
CITY OF ALBUQUERQUE

Box 1293

Zip Code: 87103

Telephone 243-8861

Date: September 28, 1970
File: 2-1579

Pacheco & Graham
316 Valverde SE
City 87108

The Planning Commission made this recommendation at its meeting of September 2, 1970

BE IT RESOLVED THAT the revised development plans for Case No. 2-1579 be recommended to the City Commission for approval subject to inclusion of (1) traffic circulation consistent with the Traffic Engineer's recommendations; (2) elevations of existing and proposed buildings; (3) detailed landscaping plans; and (4) a schedule of completion of the plan, including landscaping; AND THAT the plans be reviewed by the City Planning Commission periodically as prescribed by the zoning ordinance.

Should you wish to appeal this decision, you may do so by in the manner described below:

c. Appeals -- Appeal of any denial by the Planning Commission may be submitted in writing to the City Commission...

If a written protest is signed by the owners of twenty per cent (20%) or more, either of the area of the lots or lands included in such proposed change, or of those immediately adjacent within one hundred (100) feet of the area proposed for change, disregarding public ways, such change to the Zone Map shall require the concurring vote of at least four (4) members of the City Commission.

(1) Written notice of appeal shall be filed with the Planning Director.

(2) Public notice of any appeal shall be given by legal advertisement in the manner prescribed for a change to the text of this ordinance. The Planning Director shall give written notice of any appeal together with notice of hearing date to the applicant, a representative of opponents, if any, and the appellant. The appeal shall be presented to the City Commission within three (3) months after the date of filing. Once the appeal is presented to the City Commission any request for delay in hearing the appeal shall be acted upon at a regular City Commission meeting.

If the application has been recommended for approval, it will be heard by the City Commission after proper advertisement. Monday, September 28, 1970 at City Hall, 400 Marquette, N.W.

GLC:new

Yours sincerely,

cc: Rev. Aubrey Wiley
Del Norte Baptist Church
6124 Montgomery Blvd. NE, 87110

RUBEN D. RAMIREZ
Planning Director

PLANNING DEPARTMENT
CITY OF ALBUQUERQUE

Box 1293

Telephone 243-8661

Date: 3-25-66
File: Z-1579

Rev. A. M. Wiley
Bel-Air Baptist Church
2804 Bel Air Drive NE
City

Dear Sir:

The Planning Commission made this recommendation at its meeting of March 21, 1966

BE IT RESOLVED THAT Z-1579 be recommended to the City Commission for approval.

Transmittal of this request to City Commission is to be withheld until the zoning ordinance text change re submission of a development plan for SU-1 requests is sent to the City Commission for approval.

Should you wish to appeal this decision, you may do so in the manner described below:

(date)

- c. Appeals -- Appeal of any denial by the Planning Commission may be submitted in writing to the City Commission.

If a written protest is filed by the owners of twenty percent (20%) of the lots affected by the change in the zoning ordinance, the Planning Commission shall prepare a report and recommendation on the proposed change in the zoning ordinance and submit it to the City Commission for its consideration.

- (d) Written protest shall be filed with the Planning Commission.

The written protest shall be filed with the Planning Commission within ten (10) days of the date of the decision of the Planning Commission. The protest shall be in writing and shall be signed by the owner of the property affected by the decision. The protest shall be filed with the Planning Commission and a copy shall be filed with the City Commission.

If the application has been recommended for approval, it will be heard by the City Commission after proper advertisement, Tuesday at the Municipal Office Building, 400 Marquette, N.W.

Yours sincerely,

L. B. JONES
Planning Director

new
File

May 26, 1966

Rev. A. M. Wiley
Bel-Air Baptist Church
2804 Bel Air Drive NE
Albuquerque, New Mexico

Dear Reverend Wiley:

The City Commission on May 24, took the following action:

Z-1579 Passed Commission Ordinance No. 57-1966, changing zone from R-3 to SU-1 (Special Use for a Church and Its Incidental Facilities) for land on Montgomery Blvd. NE, between Madeira and San Pedro Drs. Request submitted by Reverend A. M. Wiley, acting as agent for Bel-Air Baptist Church.

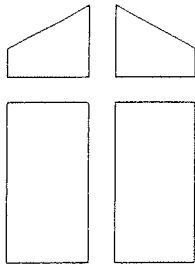
Very truly yours,

Arthur E. Jones,
Assistant City Manager

AEJ/fm

cc: City Planning Department ✓

RECEIVED
PLANNING DEPARTMENT



Del Norte Baptist Church • Albuquerque, NM 87109

Dr. Robert E. Myers, Pastor

"But seek first his kingdom and his righteousness. . . " Matthew 6:33

To Whom It May Concern
The City of Albuquerque
Albuquerque, New Mexico

November 27, 2009

Re: Authorization to Represent
Del Norte Baptist Church
5800 Montgomery Blvd NE

To Whom It May Concern:

This letter certifies that the church at the above referenced property hereby authorizes DAC Enterprises, Inc. to act as agent in all matters to come before the City of Albuquerque regarding the Sign Amendment to the Site Development Plan for Building Permit.

If you have any questions, please contact me at 505-881-9711.

Sincerely,

Dr. Robert E. Myers, Pastor

Ms. Laurie Moya, Chair
Environmental Planning Commission
City of Albuquerque
Albuquerque, NM

Re: Amendment to Site Plan For A Free Standing Sign at Del Norte Baptist Church - Z-1579.

Dear Chair Moya:

DAC Enterprises, Inc. represents Del Norte Baptist Church, owner of the above referenced property. Attached is an amended site plan showing the proposed sign. Until recently, most sign amendments to SU-1 zones have been reviewed solely by Planning Department staff. However, because this request involves a larger sign than the one that is being replaced, staff felt that it should be reviewed at a public hearing.

The sign consists of a 50 square foot identification sign and a 40 square foot reader board. The sign will be 20' tall. If approved, this sign will replace an existing 40 square foot sign on Montgomery Boulevard NE. Applicant would prefer to move the existing sign to the Hendrix (south) side of the property to act as a directional sign, but is willing to forgo this option in order to gain approval for the sign on Montgomery.

This site is located at 5520 Montgomery Boulevard NE, which is between San Mateo and San Pedro NE. There is 410 feet of frontage on Montgomery as well as 573 feet of frontage on Hendrix. Montgomery is a major thoroughfare, Hendrix is a local street. There is no sector plan affecting the site.

Because of the overall speed and volume of traffic along Montgomery in this area, the church would like to have greater visibility to advertise church services, Bible study and other church related activities, as well as to provide those driving by with salient Bible verses from time to time.

The site was re-zoned from R-3 to SU-1 for a church in September 1970. At that time signs were virtually unregulated in commercial zones. A monument sign in front of the church was approved in conjunction with the zoning action. A second sign, the reader board which will be removed or relocated, was approved as an administrative amendment by the Planning Department in 1990. The proposed sign will not interfere with traffic, views or pedestrian mobility.

Several larger free standing signs exist nearby, including one for the strip shopping center directly across the street to the north. The Towers, an apartment complex, has several free standing signs, and even Del Norte High School has a sign approximately the same height as the sign being requested by the applicant.

According to the SU-1 regulations of the Zoning Code, signs for churches are regulated by the Planning Commission and do not reflect the regulations of any particular zone category. The proposed sign is generally in conformance with standard C-1 sign regulations, and is designed to complement the church and the existing monument sign.

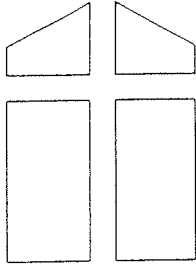
A copy of the approved site plan and all requisite information and fees has been submitted with this request. Affected Neighborhood Associations have also been notified.

A positive consideration of this request for a minor site plan amended is appreciated. I look forward to addressing the commission to answer any other questions that may arise.

Regards,

A handwritten signature in black ink, appearing to read "Doug Crandall". The signature is written in a cursive, flowing style.

Doug Crandall
Principal
DAC Enterprises, Inc.



Del Norte Baptist Church • Albuquerque, NM 87109

Dr. Robert E. Myers, Pastor

"But seek first his kingdom and his righteousness. . . " Matthew 6:33

To Whom It May Concern
The City of Albuquerque
Albuquerque, New Mexico

September 28, 2009

Dear City Official:

We at the Del Norte Baptist Church are preparing to update our signage and bring it into the 21st Century. Therefore we request City approval to install a new sign on our property located at 5800 Montgomery Blvd. NE.

We would also like to request City approval to allow us to relocate our existing sign to the backside of our property that is bordered by Hendrix Street.

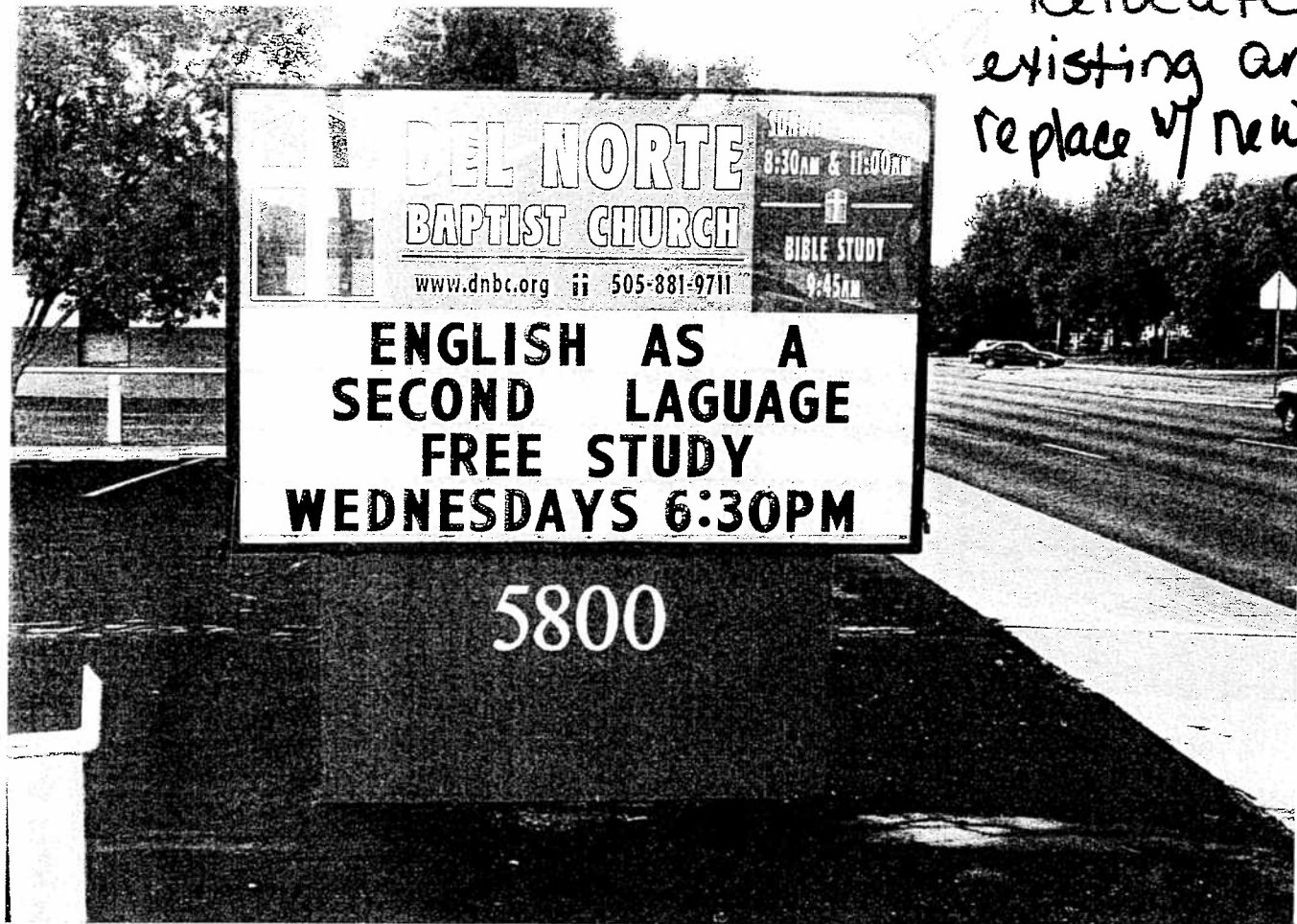
The Del Norte Church body voted on these signage changes at our September 20th Business Meeting and the motion passed without exception.

Thank you for your approval.

Sincerely,

Dr. Robert E. Myers, Pastor
Del Norte Baptist Church

У С С С Р



Relocate
existing and
replace w/ new
design

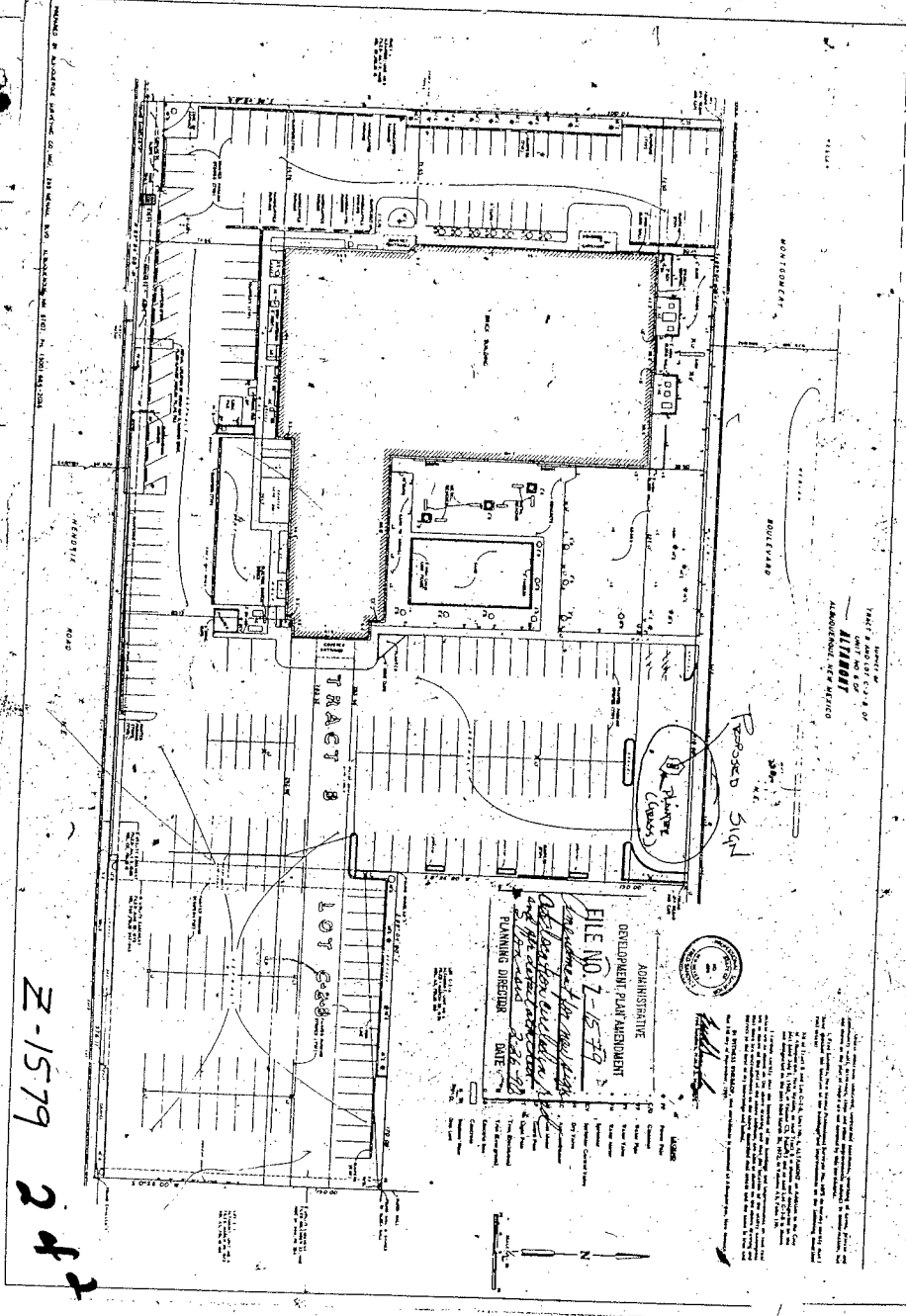
8 1/2
OAH



#1 Existing
to remain

6'
OAH

AMENDED SIGN PLAN



Z-1579 2 d 2

ADMINISTRATIVE
DEVELOPMENT PLAN AMENDMENT
FILE NO. 2-1579
APPROVED FOR THE CITY OF ALBUQUERQUE
PLANNING DIRECTOR DATE 7/15/79

DEL NORTE BAPTIST CHURCH
881-9711
WEEKDAY SCHOOL
883-9030

CITY OF ALBUQUERQUE
THIS REPRODUCTION IS THE BEST
POSSIBLE REPRODUCTION DUE
TO THE POOR QUALITY OF THE
ORIGINAL DOCUMENT.

OFFICIAL SEAL
NORBERTA SANCHEZ
NOTARY PUBLIC
STATE OF NEW MEXICO
MY COMMISSION EXPIRES 07/01/2015
Norberta Sanchez

Norberta Sanchez
CITY CLERK RECORDER

This microfilm is certified to be a complete and accurate copy of the original as it appears in the files of the PLANNING DIVISION and was filmed in the normal course of business.
The photographic processes used in the production of this microfilm conform to the Standards of the National Micrographics Association (ANSI Z39.18-1977).

Re 4472 DATE 2/14/82 BY EJP
CITY OF ALBUQUERQUE

DAC Enterprises, Inc.
Zoning & Land Use Services

November 27, 2009

CERTIFIED MAIL
DISTRICT 4 COALITION OF NEIGHBORHOOD ASSOCIATIONS
Amy Whitling
P.O. Box 91343
Albuquerque, NM 87199-1343

Re: Request for Amendment to Site Development Plan for a Free Standing Sign at Del Norte Baptist Church - Z-1579

Dear Ms. Whitling:

DAC Enterprises, Inc. has been authorized to represent the Del Norte Baptist Church in requesting an Amendment as referenced above for the property located at 5800 Montgomery Blvd., NE, Albuquerque, NM. The property is currently zoned SU-1 for a church and related facilities. The sign amendment consists of a proposed 90 square foot free standing sign, 20 feet high. It is intended to replace an existing free standing sign which is also being proposed to be relocated to the Hendrix Street side of the property.

Enclosed for your information is a picture of the proposed sign and a copy of Zone Atlas page G-18-Z in order to help you locate the property. The application will be filed with the Environmental Planning Commission by the December 3, 2009 deadline for their review and approval at their January 21, 2010 hearing date.

We will be more than happy to discuss our request with you and your neighborhood association and answer any questions which may have. Please call on us if you want us to present and/or if you should have questions in the mean time.

Sincerely,

Doug Crandall
Doug Crandall
Principal

Cc: Bambi Folk 6617 Esther NE 87109

7008 0150 0002 6013 9667

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
ALBUQUERQUE NM 87199	
Postage	\$ 0.44
Certified Fee	\$2.80
Return Receipt Fee (Endorsement Required)	\$2.30
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$ 5.54

Postmark Here: 15 NOV 27 2009

Sent To: AMY WHITLING
Street, Apt. No., or PO Box No.: P.O. BOX 91343
City, State, ZIP+4: ALBUQ. NM 87199-1343

PS Form 3800, August 2005 See Reverse for Instructions

7008 0150 0002 6013 9667

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Postmark Here: 15 NOV 27 2009

Sent To: BAMBI FOLK
Street, Apt. No., or PO Box No.: 6617 ESTHER NE
City, State, ZIP+4: ALBUQ. NM 87109

PS Form 3800, August 2005 See Reverse for Instructions

DAC Enterprises, Inc.
Zoning & Land Use Services

November 27, 2009

CERTIFIED MAIL
DEL NORTE NEIGHBORHOOD ASSOCIATION
Madeline Edgar
4609 Sherwood NE
Albuquerque, NM 87109

Re: Request for Amendment to Site Development Plan for a Free Standing Sign at Del Norte Baptist Church - Z-1579

Dear Ms. Edgar:

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Sincerely,

Doug Crandall
Doug Crandall
Principal

Cc: Robert S. Frazer 6328 Driscoll NE 87109

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ALBUQUERQUE NM 87109

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Return Receipt Fee (Endorsement Required)		\$2.30
Restricted Delivery Fee (Endorsement Required)		\$0.00
Total Postage & Fees	\$	\$5.54

Postmark: NOV 27 2009

Sent To: **MADELINE EDGAR**
Street, Apt. No., or PO Box No.: **4609 SHERWOOD NE**
City, State, ZIP+4: **ALBUQ, NM 87109**

PS Form 3800, August 2006 See Reverse for Instructions

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ALBUQUERQUE NM 87109

Postage	\$	\$0.44
Certified Fee		\$2.80
Return Receipt Fee (Endorsement Required)		\$2.30
Restricted Delivery Fee (Endorsement Required)		\$0.00
Total Postage & Fees	\$	\$5.54

Postmark: NOV 27 2009

Sent To: **ROBERT S. FRAZER**
Street, Apt. No., or PO Box No.: **6328 DRISCOLL NE**
City, State, ZIP+4: **ALBUQ, NM 87109**

PS Form 3800, August 2006 See Reverse for Instructions

NOTICE TO APPLICANTS - SUGGESTED INFORMATION FOR NEIGHBORHOOD NOTIFICATION LETTERS

Applicants for Zone Change, Site Plan, Sector Development Plan approval or an amendment to a Sector Development Plan by the EPC, DRB, etc. are required under Council Bill O-92 to notify **ALL AFFECTED NEIGHBORHOOD AND/OR HOMEOWNER ASSOCIATIONS PRIOR TO FILING THE APPLICATION TO THE PLANNING DEPARTMENT.** Because the purpose of the notification is to ensure communication as a means of identifying and resolving problems early, it is essential that the notification be fully informative.

WE RECOMMEND THAT THE NOTIFICATION LETTER INCLUDE THE FOLLOWING INFORMATION:

1. The street address of the subject property.
2. The legal description of the property, including lot or tract number (if any), block number (if any), and name of the subdivision.
3. A physical description of the location, referenced to streets and existing land uses.
4. A complete description of the actions requested of the EPC:
 - a) If a **ZONE CHANGE OR ANNEXATION**, the name of the existing zone category and primary uses and the name of the proposed category and primary uses (i.e., "from the R-T Townhouse zone, to the C-2 Community Commercial zone").
 - b) If a **SITE DEVELOPMENT OR MASTER DEVELOPMENT PLAN** approval or amendments describe the physical nature of the proposal (i.e., "an amendment to the approved plan to allow a drive-through restaurant to be located just east of the main shopping center entrance off Montgomery Blvd.").
 - c) If a **SECTOR DEVELOPMENT PLAN OR PLAN AMENDMENT** a general description of the plan area plan concept, the mix of zoning and land use categories proposed and description of major features such as location of significant shopping centers, employment centers, parks and other public facilities.
5. The name, address and telephone number of the applicant and of the agent (if any). In particular the name of an individual contact person will be helpful so that neighborhood and/or homeowner associations may contact someone with questions or comments.

INFORMATION FROM THE OFFICE OF NEIGHBORHOOD COORDINATION

The following information should always be in each application packet that you submit for an EPC or DRB application. Listed below is a "Checklist" of the items needed.

- ☒ **X** ONC's "Official" Letter to the applicant (if there are associations). A copy must be submitted with application packet -OR-
- ☒ **X** The ONC "Official" Letter (if there are no associations). A copy must be submitted with application packet.
- ☐ **[]** Copies of Letters to Neighborhood and/or Homeowner Associations (if there are associations). A copy must be submitted with application packet.
- ☒ **X** Copies of the certified receipts to Neighborhood and/or Homeowner Associations (if there are associations). A copy must be submitted with application packet.

Just a reminder - Our ONC "Official" Letter is only valid for a one (1) month period and if you haven't submitted your application by this date, you will need to get an updated letter from our office.

(Below this line for ONC use only)

Date of Inquiry: 11/23/09 Time Entered: 9:10 AM ONC Rep. Initials: [Signature]



City of Albuquerque

PLEASE NOTE: The Neighborhood Association information listed in this letter is valid for one (1) month. If you haven't filed your application within one (1) month of the date of this letter – you will need to get an updated letter from our office. It is your responsibility to provide current information – outdated information may result in a deferral of your case.

Date: 11-23-09

TO CONTACT NAME: ROBERT ROMERO
 COMPANY/AGENCY: DAC ENTERPRISES, INC.
 ADDRESS/ZIP: Box 16658 87191
 PHONE/FAX #: 243-3932 247-4530

Thank you for your inquiry of _____ (date) requesting the names of **ALL Affected**

Neighborhood and/or Homeowner Associations who would be affected under the provisions of O-92 by your proposed project at Montgomery Blvd Veterans
San Mateo & San Pedro
 zone map page(s) G-18

Our records indicate that the **Affected Neighborhood and/or Homeowner Associations** affected by this proposal and the contact names are as follows:

Del Norte NA
 Neighborhood or Homeowner Association

Whistler & Coalition
 Neighborhood or Homeowner Association

Contacts: _____

Contacts: _____

See reverse side for additional Neighborhood and/or Homeowner Associations Information:

YES { } NO ☒

Please note that according to O-92 you are required to notify each of these contact persons by **CERTIFIED MAIL. RETURN RECEIPT REQUESTED. BEFORE** the Planning Department will accept your application filing. **IMPORTANT! FAILURE OF ADEQUATE NOTIFICATION MAY RESULT IN YOUR APPLICATION HEARING BEING DEFERRED FOR 30 DAYS.** If you have any questions about the information provided, please contact our office at (505) 924-3914 or by fax at 924-3913.

Sincerely,

Sandra Montoya
 OFFICE OF NEIGHBORHOOD COORDINATION

ATTENTION: Both contacts for each Neighborhood and/or Homeowner Associations need to be notified.

DEL NORTE N.A. (DNT) "R"

***Madeline Edgar**

e-mail: rmedgar@msn.com

4609 Sherwood NE/87109 884-8567 (h)

Robert S. Frazer

e-mail: bobrsf@msn.com

6328 Driscoll NE/87109 881-6574 (h)

Website: www.delnortena.org

NA E-mail: info@delnortena.org

Council District: 4

County District: 4

Police Beat: 431/NE

Zone Map #: F-G-17-18

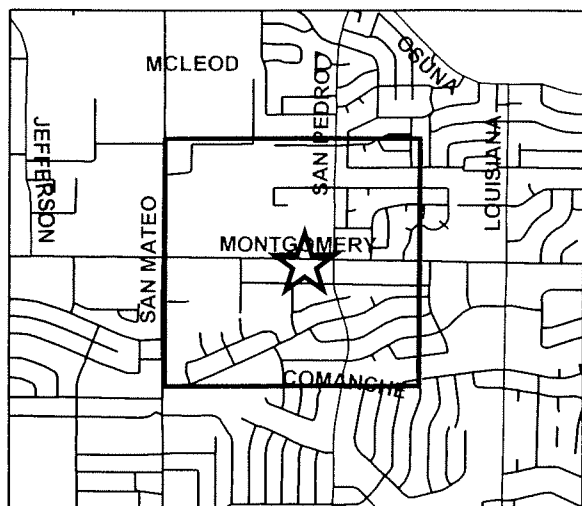
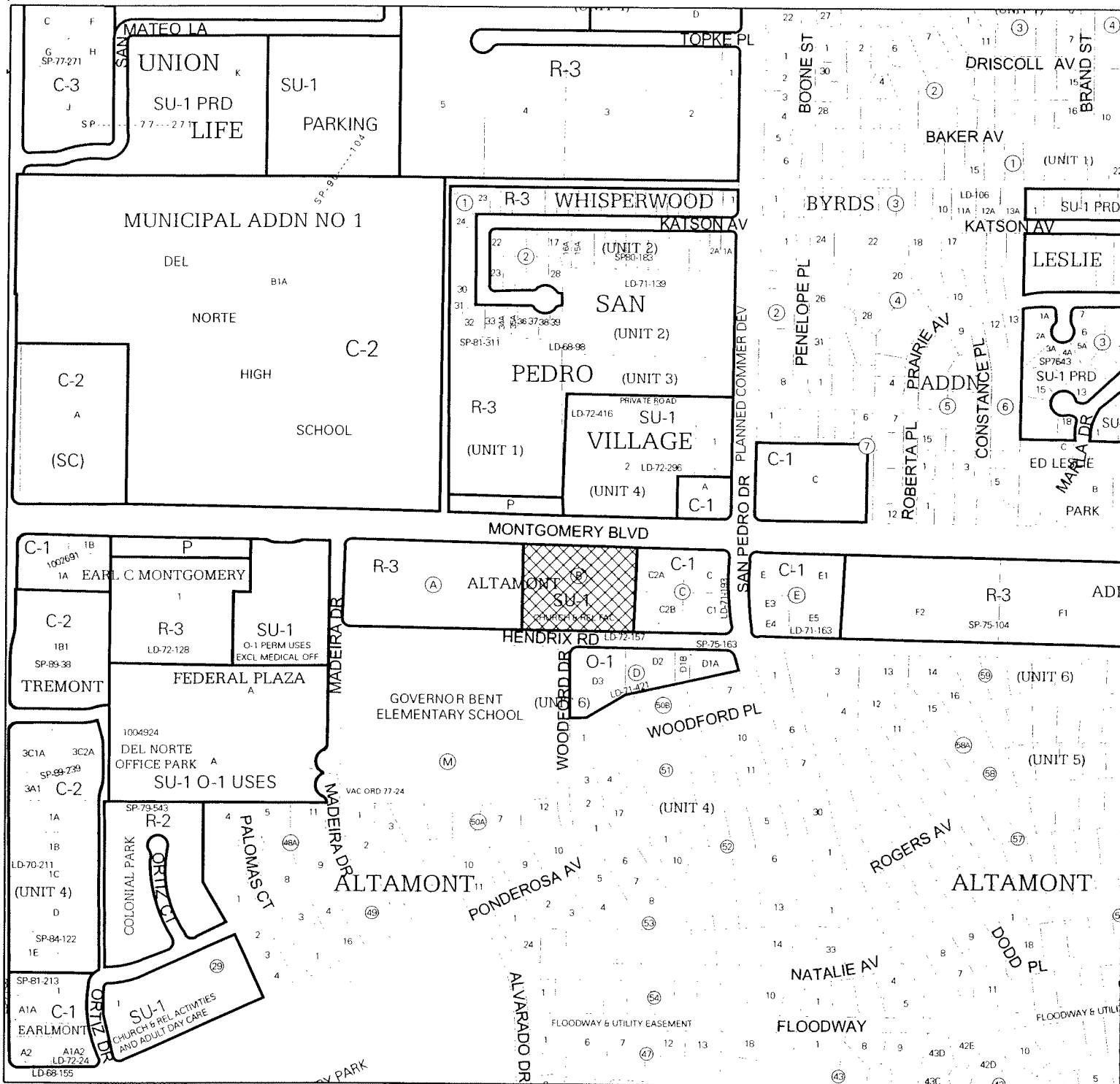
DISTRICT 4 COALITION OF N.A.'S

***Amy Whitling**, P.O. Box 91343/87199-1343 440-7028 (c) *e-mail:* abqdelreyna@aol.com or sassymark@aol.com

Bambi Folk, 6617 Esther NE/87109 821-9560 (h)

Website: www.d4c-abq.info

Coalition E-mail: d-4-c@comcast.net



ZONING MAP

Note: Grey shading indicates County.



1 inch = 500 feet

Project Number:

1008051

Hearing Date:

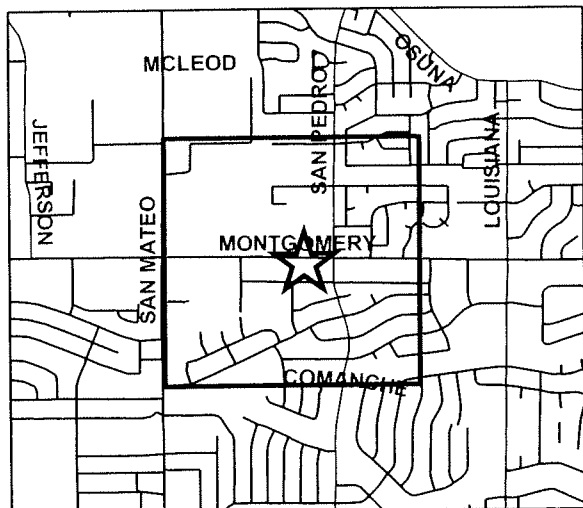
1/21/2010

Zone Map Page:

G-18

Additional Case Numbers:

09EPC-40065



Note: Grey shading indicates County.

AGRI Agricultural
COMM Commercial - Retail
DRNG Drainage
MFG Manufacturing or Mining
MULT Multi-Family or Group Home
OFF Office
PARK Park, Recreation, or Open Space
PRKG Parking
PUBF Public Facility
SF Single Family
TRAN Transportation Facility
VAC Vacant Land or Abandoned Buildings
WH Warehousing & Storage

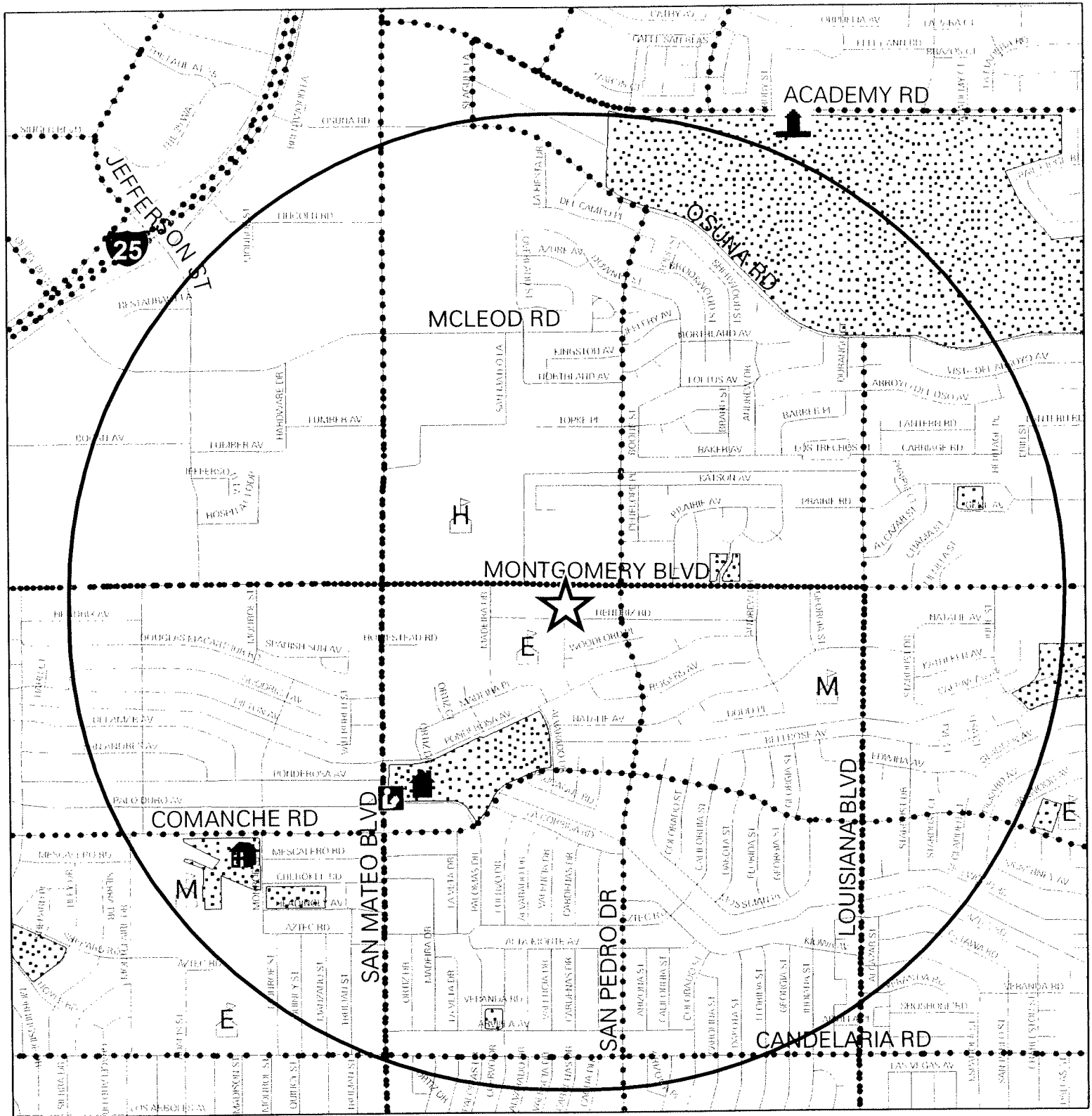


Project Number:
1008051

Hearing Date:
1/21/2010

Zone Map Page:
G-18

Additional Case Numbers:
09EPC-40065



Public Facilities Map with One-Mile Site Buffer

